

# The Soldier's Guide to Citizenship Application

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## Introduction

The Department of Defense has partnered with the Immigration and Naturalization Service (INS) to assist non-citizen military members with their citizenship applications.

The goal is to streamline and expedite the handling of their applications. The Department of the Army has directed its regionally dispersed Personnel Services Battalions (PSB) and Military Personnel Divisions (MPD) to serve as the local conduit to assist soldiers with their applications and to coordinate with PERSCOM as necessary to facilitate the process.

This guide provides an overview of the process and outlines the framework for customer support. Also, soldiers should visit the INS website for background information on procedures, fees, forms, or statutes that may affect the application process. The INS Guide to Naturalization and other references *can* be obtained from the INS web page at <http://www.ins.usdoj.gov/>.

## Applicability

This initiative is primarily designed to assist active duty soldiers who meet the criteria for citizenship based on 3 years of qualifying service in the Army. The Army has expanded the scope to also provide assistance to soldiers who do not have 3 years of qualifying service but do qualify for citizenship under the criteria for permanent residency. See Table T1 below. Applications for citizenship submitted by the family members of soldiers are not addressed by this initiative.

## Eligibility Requirements

Table T1 below summarizes the naturalization eligibility requirements for military members. Following the table is a description of terms. If you still have questions about your eligibility, you should consult an immigrant assistance organization or INS.

TABLE T1

Basis for Eligibility	Category	Time as permanent resident	Continuous residency	Physical presence in the U.S.	Time in district or state	Good moral character	English & civics knowledge	A Const
Permanent Resident for at least five (5) years, and currently on Active Duty for less than 3 years	A	Must be a permanent resident 5 years on the day application is filed	Required	Required minimum 30 months	Required	Required	Required	Required

Permanent Resident for at least three (3) years, have been married to a U.S. citizen for this 3 years, and currently on Active Duty for less than 3 years	B	Must be a permanent resident 3 years on the day application is filed	Required	Required minimum 18 months	Required	Required	Required	Required
Served in the Armed Forces during recognized periods and enlist/reenlist in the U.S. (Sec 329)	D	Not Required	Not Required	Not Required	Not Required	Required	Required	Required
Member of the U.S. armed forces and have served for at least 3 years (Sec 328)	D	Must be a permanent resident when INS examines the application	Not required	Not required	Not required	Required	Required	Required

## Definition of Terms

**Eligibility**--Active Army soldier, U.S. Army Reserve soldier on active duty, or National Guard soldier during such time as the unit is federalized.

**Category**--Throughout this document, you will see reference to your filing category.

Refer to this section of the chart to review the associated criteria.

**Time as a permanent resident**--Permanent Residents are individuals who have Permanent Resident status in the United States as provided for under immigration laws. Permanent residents are normally given permanent resident cards (previously referred to as Alien Registration Cards).

**Continuous residence**--Continuous residence means that you have not lived outside the United States other than for military service during the period in question. Residence is defined as home of record, location of dependents, or location where applicant has resided for 3 months prior to filing the application.

**Physical presence in the United States**--Physical presence means that you have actually been in the United States. Most applicants must be physically present in the United States for a certain number of months to be eligible for naturalization. This requirement does not apply to military personnel applying under category D.

Time as a resident in district or state--Most people must live in the district or state in which they are applying for at least three months before applying. This requirement does not apply to military personnel applying under category D.

Good moral character--To be eligible for naturalization, you must be a person of good moral character. INS will make a determination on your moral character. Some of the things the INS may consider are:

- Criminal record--The Application for Naturalization, Form N-400, asks several questions about crimes. You should report all crimes you have committed, including ones that have been expunged (removed from your record) and those that happened before your 18<sup>th</sup> birthday. If you do not tell the INS about these crimes and they are discovered through background checks, you may be denied naturalization even if the crime itself was not a crime for which your case could be denied.
- Lying--If you do not tell the truth during your interview with the INS, they may deny your application for lacking good moral character. If INS grants you naturalization and you are later found to have lied during your interview, your citizenship may be revoked. If you have questions, you may want to seek advice from an immigrant assistance organization, legal assistance attorney, or an immigration attorney before applying.

English and civics knowledge--According to the law, applicants must demonstrate a good understanding of English and the form of government within the United States.

Points to remember:

- Understanding of the English language, including the ability to read, write, and speak simple words and phrases in ordinary usage in the English language.
- Knowledge and understanding of the fundamentals of the history, principles, and form of government of the United States.

## **Procedures**

### **Step 1. Prepare.**

Reading and understanding is the first step in the naturalization process. Since naturalization requirements are difficult to understand, many people have questions. If you read this guide before beginning the naturalization process, many of your questions

will be answered. Recommend you start by reviewing the checklist at Appendix A, which discloses the various documents applicable to your filing status.

## **Step 2. Complete the Naturalization Eligibility Worksheet.**

If you do not meet all the requirements, you will save both time and money by waiting until you are eligible to apply. You cannot recover the application fee if the INS determines that you are not eligible to apply for citizenship. If you have questions about your eligibility, you should seek advice as specified below. The Naturalization Eligibility Worksheet is available on the INS webpage.

- Go to an INS center,
- Contact a community immigrant assistance organization, or
- Talk to a legal assistance or immigration attorney.

## **Step 3. Complete your Application.**

After you have completed the eligibility worksheet and believe you are eligible for naturalization, you should obtain an Application for Naturalization (Form N-400). You may obtain Form N-400 at your supporting PSB/MPD or by calling the INS Forms Line at commercial 1-800-870-3676. The form may also be downloaded from the Internet at [www.ins.usdoj.gov](http://www.ins.usdoj.gov).

Part 2 of the form has a large influence on the amount of time it takes to process your application and which INS service center your application is ultimately mailed to. Most soldiers will apply under Category D or A. All soldiers must include the biographic data required on Form G-325B. Please be aware that you will be required to answer questions about your application at your interview. When completing your application, it is essential that you answer all questions honestly.

## **Step 4. Obtain Fingerprints.**

Category D Applicants--Obtain the appointment letter at Appendix E from the PSB/MPD. PSB/MPDs can also download the appointment letter from the PERSCOM web. Through prior agreement with the INS, PSB/MPDs have the authority to schedule fingerprinting appointments at the servicing INS facility. A list of INS fingerprinting

facilities is also available on the PERSCOM web page. The letter from the PSB/MPD will state where and when to have your fingerprints taken. Soldiers in Overseas Commands should contact the nearest Military Police Station or Security Manager for applicable procedures.

Categories A and B Applicants--The PSB/MPD does not have authority to schedule appointments for soldiers filing under Category A or B. Soldiers filing under Category A or B will receive their appointment letters directly from the INS after the completed application is received for processing at INS. Soldiers in Overseas Commands should contact the nearest Military Police Station or Security Manager for applicable procedures.

After you receive the fingerprint appointment notice, go to the fingerprinting location. Take your fingerprint notice letter from INS, your Permanent Resident Card, and another form of identification (driver's license, military ID, passport, or state identification card) with you. Your second form of identification should have your photograph on it. Get your fingerprints taken. INS will send your fingerprints to the FBI. If the FBI rejects your fingerprints, INS will notify you to schedule a second visit to the fingerprinting site. If your fingerprints are rejected, you will not be asked to pay again.

## **Step 5. Obtain Two (2) Photographs.**

You must include two color photographs with your application.

Both photographs must meet the following requirements:

- Have a glossy finish, be unmounted and printed on thin paper, and have a white background with a  $\frac{3}{4}$  profile view of the right side of your face.
- Your head should be bare unless you are required to wear a headdress by a religious order.
- The size should be no smaller than 40mm (1  $\frac{9}{16}$  inches) long and 35 mm (1  $\frac{3}{8}$  inches) wide and no larger than 80mm (3  $\frac{1}{8}$  inches) long by 60mm (2  $\frac{5}{16}$  inches) wide.
- The image must be at least 26mm (1 inch) wide and taken in natural color.
- Taken within 30 days of the date they are sent to INS.
- An area on the front left or right side of the photo should remain free, providing enough space for the applicant to write his/her full name. This writing will be performed during the interview.
- For more information on the photograph requirements, see the INS webpage.

## **Step 6. Collect the Necessary Documents.**

You will need to include copies of several documents with your application. Use the checklist at Appendix A to make sure you include the right documents. Send an English translation with any document that is not already in English. The translation must include a statement from the translator that he or she is competent to translate and that the translation is correct. In some instances, the checklist directs you to send original documents. If you must send an original document to INS, remember to make and keep a copy for your records. **If filing under Category A or B, proceed to step 9.**

## **Step 7. Bring your Completed Application and Fee to the PSB/MPD.**

The PSB/MPD will review the documentation for accuracy/completeness. When the soldier brings in the completed Application for Citizenship, Form N-400, and the required forms/documentation, the PSB/MPD will review them to ensure that the forms are filled out correctly and that the required documentation is included (see checklist at Appendix B). The PSB/MPD must also ensure that a check or money order for the processing fee is included.

The PSB/MPD must verify the application and service data and then complete the backside of Form N-426.

The PSB/MPD will authenticate the soldier's service data, and after the information is validated, apply the official seal previously provided to INS to the N-426. The PSB/MPD will also sign the N-426.

## **Step 8. Fax Background Check and Consent Forms to CCF.**

The PSB/MPD will fax the Form G-325B (front and back) with all administrative data complete and a signed copy of the release forms (pages 10 and 11 of the SF-86, which is available from your local Security Office) for both personnel and medical records to: DSN 923-2706 or commercial (301) 677-2706. If a FAX machine is not available, mail a copy of the original form to the address below. Do not mail the original Naturalization Application to CCF. CCF will perform the required background check, complete the backside of the G-325B, and return the results to the PSB/MPD with the attached



records. The PSB/MPD will append the results to the application packet and forward the completed packet to INS as depicted in Step 9.

US Army Central Personnel Security  
Clearance Facility  
ATTN: Management Branch  
FT MEADE, MD 20755-5250

**Category A and B Applicants**--The PSB/MPD will not forward the G-325B to CCF.

Instead, the PSB/MPD will forward the G-325B with the application to INS with the front side completed. Upon receipt, INS will forward to CCF.

### **Step 9. Mail the Application to INS.**

There are five (5) INS locations to which applications are mailed. The soldier's filing category and residency dictates which INS Center will receive the application. Mail the packet as stipulated below.

- Soldiers applying under Category A or B from CONUS or OCONUS must mail their application to the INS Center serving the region in which they qualify for residency (see table T1). Be sure to include payment for the fee, the Form G-325B with all administrative data completed, and a signed copy of the release forms for the personnel and medical records check.

- The California Service Center services Arizona, California, Hawaii, Nevada, Guam, and Northern Mariana Islands.

California Service Center  
P.O. Box 10400  
Laguna Niguel, CA 92677-0400

- The Nebraska Service Center services Alaska, Colorado, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, and Wyoming.

Nebraska Service Center  
P.O. Box 7400  
Lincoln, NE 68501-7400

- The Texas Service Center services Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, New Mexico, North Carolina, Oklahoma, South Carolina, Tennessee, and Texas.

Texas Service Center  
P.O. Box 851204  
Mesquite, TX 75185-1204

- The Vermont Service Center services Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, Washington DC, West Virginia, Puerto Rico, and the Virgin Islands.

Vermont Service Center  
75 Lower Weldon Street  
St. Albans, VT 05479-0001

- Soldiers filing under Category D, regardless of residency or the location where the application originates, must forward their packets to the Nebraska Service Center address listed below. The interview, however, may be scheduled at a service office convenient for the soldier. Note that the address is different from the Nebraska address that Categories A and B applicants use. Please include in the envelope a note identifying the installation mailing the application, the email and phone number of the local POC, and, if filing from OCONUS, where and when the soldier would like to be interviewed. **See Appendix E.**

US Immigration and Naturalization Service  
Nebraska Service Center  
PO BOX 87426  
Lincoln NE 68501-7426

## **Step 10. Wait for INS To Schedule your Interview.**

After everything is ready, INS will schedule you for an interview and mail you a notice of the date, time, and place of the interview. It is very important that you attend the interview. If you must reschedule, contact the office where your interview is scheduled as soon as possible. You should explain your situation and ask to have your interview rescheduled. When a new date has been set, INS will send you a new interview notice. If your address changes before you get the interview notice, notify the INS of your new address by mailing the INS Form AR-11, Alien's Change of Address Card, to the INS or

by calling the Customer Service number at: (800) 375-5283. You should also submit a change of address card at the Post Office and provide them your forwarding address.

## **Step 11. The Interview.**

Go to your local office for the interview at the specified time. You should appear at the office where you are to be interviewed before the time of your interview. Since many INS offices are crowded, you may not want to bring other people with you. If you fail to appear at your interview without contacting INS, your case will be administratively closed. If this happens and you do not contact INS within 1 year to reopen your case, your application will be denied. Rescheduling an interview may add several months to the naturalization process.

Provide additional documents if INS requests them. In some cases, INS may ask you to bring additional documents to the interview. These documents will be listed on your appointment letter. If you fail to bring the necessary documents, your case may be delayed or denied.

Take the English and Civics test. During your interview, your ability to read, write, and speak English will be tested. You will also be given a civics test to test your knowledge and understanding of U.S. History and Government. Many schools and community organizations help applicants prepare for their citizenship test. Some of these programs are very good; however, INS does not review or approve any of these outside classes or materials. You may want first to check the INS website for available study material. Test questions are provided as part of the INS Guide to Naturalization.

- English. Your English will be tested in one of the following ways:
- Reading. In order to test your reading ability, you may be asked to:
  - Read aloud parts of the N-400.
  - Read a set of civics questions and then answer them.
  - Read several simple sentences aloud.
- Writing. To test your writing skills, the INS officer will ask you to write one or two simple sentences.
- Speaking. Your speaking ability will be tested when you answer questions about yourself and your application.

- Civics. You will be asked to answer verbally a set of civics questions or to take a written multiple-choice test with up to 20 questions.

Answer questions about your application and background. At your interview, an INS officer will place you under oath and then ask you about:

- Your background.
- Evidence supporting your case.
- Your place and length of residence.
- Your character.
- Your attachment to the Constitution.
- Your willingness to take an Oath of Allegiance to the United States.

The INS officer may ask you questions to make sure you meet all the eligibility requirements. Be prepared to explain any differences between your application and other documents you have provided to INS. Remember that you are under oath. Always tell the truth during your interview. If you are granted citizenship but the INS finds out later that you lied on your application or during your interview, your citizenship may be taken away.

A representative may accompany you to the interview if you have sent a Notice of Entry of Appearance as Attorney or Representative, Form G-28. Also, if you are exempt from the English requirements, you may bring an interpreter to the interview. If you have any disabilities, you may bring a family member or legal guardian with you at the discretion of the INS officer.

For future reference, request and write down the name and telephone number of the INS officer who conducted the interview. This information will facilitate the resolution of any issues or unexpected problems that may arise, especially if your application is continued or denied.

## **Step 12. The INS Decision.**

After your interview, your application for citizenship will be granted, continued, or denied.

**Granted**--Sometimes, INS can tell you if you will be granted citizenship at the end of your interview. Otherwise, you will receive a notice telling you when and where your oath ceremony will be.

**Continued**--The INS officer may also continue your case. This means your case is put on hold. The most common reasons for continuation are failing the English and civics tests or failing to give INS the documents they need. If your case is continued, you will either be asked to come to a second interview, usually within 60-90 days of the first interview, or to provide additional documents.

**Denied**--INS may also deny your application for naturalization. If INS denies your application, you will receive a written notice telling you why. There is an administrative review process for applicants who receive denials. If you believe that you were wrongly denied citizenship, you may request a hearing with an INS officer. Your denial letter will explain how to request a hearing and will include the form you need. The form for filing an appeal is the Request for Hearing Proceedings under Section 336 of the Act, Form N-336.

### **Step 13 Take the Oath.**

If INS approves your application for naturalization, you must attend a ceremony and take the Oath of Allegiance to the United States. Here are the procedures for this process:

**Receive a Ceremony Date.** INS will notify you by mail of the date and time of your ceremony. The notice INS sends you is called the Notice of Naturalization Oath Ceremony (Form N-445). In some cases, INS may give you the option of taking the Oath on the same day as your interview. If you decide to take a same day oath, INS will ask you to come back to the office later that day. At this time, you will take the Oath and receive your Certificate of Naturalization.

**Check in at the Ceremony.** When you arrive at the ceremony, you will be asked to check in with INS. Try to arrive early. Remember, there are many other people being naturalized with you who must also check in. If you cannot attend the ceremony on the day you are scheduled, return the INS notice (Form N-445) to your local INS office with a letter explaining why you cannot be at the ceremony and requesting that INS reschedule you.

**Return your Permanent Resident Card.** You will be required to return your Permanent Resident Card to INS when you check in for your oath ceremony. You will no longer

need your Permanent Resident Card because you will receive your Certificate of Naturalization at the ceremony.

**Answer Questions about What You Have Done since your Interview.** If more than a day has passed between your interview and the ceremony, you will need to answer several questions. These questions are located on the back of the INS interview notice (Form N-445). You should read the questions carefully and mark your answers before you arrive at the ceremony.

**Take the Oath.** You are not a citizen until you have taken the Oath of Allegiance. The Oath can be found in the section entitled "Eligibility Requirements." If you are unable to swear the Oath, you may replace these words with "and solemnly affirm." If you are unable to use the words "so help me God" because of religious beliefs, you may omit these words. If you believe you qualify for a modified oath, you should include a letter with your application explaining the situation. INS may also ask you to provide a document from your religious organization explaining its beliefs and stating that you are a member in good standing.

Hereditary titles--If you have any hereditary titles or positions of nobility, you must give them up at the oath ceremony.

#### **Step 14. Receive the Certificate of Naturalization.**

After you have taken the Oath, you will receive your Certificate of Naturalization. You may use this document as proof that you are a U.S. citizen. It is strongly recommended that you obtain a U.S. passport soon after your naturalization ceremony.

Passport--A passport serves as evidence of citizenship and is easier to carry around than a Certificate of Naturalization. If you lose your Certificate of Naturalization, it can take up to one year to receive a new certificate.

## **APPENDIX A**

### **Application Checklist**

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	Application for Naturalization, Form N-400.
	A photocopy of both sides of your Permanent Resident Card (previously known as the Alien Registration Card).
	Two color photographs (3/4 frontal image).
	An original Form G-325B, Biographic Information.
	A check or money order for the Processing Fee. The fee is \$225.00 if assigned to OCONUS. The fee is \$250.00 if assigned within the United States. Overseas applicants do not pay the \$25.00 fee for fingerprinting since they are completed at a government site.
<b>at may apply</b>	
	<b>If assigned overseas, include:</b>
	FD-258 (fingerprint card) completed by a U.S. consular or military installation.
	<b>If an attorney or accredited representative is acting in your behalf, include:</b>
	Form G-28, Notice of Entry of Appearance as Attorney or Representative.
	<b>If your current name is different from the name on your Permanent Resident Card, include:</b>
	The document which legally changed your name (marriage license, divorce decree, OR court document) OR a detailed explanation of why you use a different name.
	<b>If you are applying for naturalization on the basis of marriage to a U.S. citizen, include:</b>
	Proof that your spouse has been a U.S. citizen for at least the past 3 years (birth certificate, naturalization certificate, certificate of citizenship, copy of the inside of the front cover and signature page of your spouse's valid U.S. passport, OR Form FS240, Report of Birth Abroad of a Citizen of the United States of America).
	Your current marriage certificate.
	Proof of termination of ALL of your spouse's prior marriages (divorce decree OR death certificate).
	An original IRS Form 1722 listing tax information for the past 3 years OR copies of the income tax forms you filed for the past 3 years.

	<b>If you were previously married, include:</b>
	Proof of termination of ALL of your prior marriages (divorce decree OR death certificate).
	<b>If you are applying under qualifying military service, include:</b>
	An original Form N-426, Request for Certification of Military or Naval Service.
	An original Form G-325B, Biographic Information.
	<b>If you have taken a trip outside the United States that lasted for 6 months or more since beco Permanent Resident, include:</b>
	An original IRS Form 1722 listing tax information for the past 5 years (or for the past 3 years if you are applying on the basis of marriage to a U.S. Citizen). Overseas assignment/TDY exceeding 6 months does not require the IRS Form 1722.
	<b>If you have a dependent spouse or children and have been ordered to provide financial suppo include:</b>
	Copies of the court or government order to provide financial support AND
	Evidence that you have complied with the court or governing order (cancelled checks, money order receipts, a court or agency printout of child support payments, OR evidence of wage garnishments).
	<b>If you have ever been arrested or detained by any law enforcement officer for any reason and n charges were filed, include:</b>
	An official statement from the arresting agency or applicable court indicating that no charges were filed.
	<b>If you have ever been arrested or detained by any law enforcement officer for any reason and charges were filed, include:</b>
	An original certified copy of the complete court disposition for each incident (dismissal order, conviction record, OR acquittal order).
	<b>If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program, include:</b>
	The sentencing record for each incident, AND



	Evidence that you completed your sentence (probation record, parole record, OR evidence that you completed an alternative sentencing program or rehabilitative program).
	<b>If you have ever had any arrest or conviction vacated, set aside, sealed, expunged, or otherwise removed from your record, include:</b>
	An original or certified copy of the court order vacating, setting aside, sealing, expunging, or otherwise removing the arrest or conviction.
	<b>If you have ever failed to file an income tax return when it was required by law, include:</b>
	Copies of all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.
	<b>If you have any Federal, state, or local taxes that are overdue, include:</b>
	A signed agreement from the IRS, state, or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe, AND
	Documentation from the IRS, state, or local tax office showing the current status of your repayment program.
	<b>If you did not register with the Selective Service and you (1) are male, (2) are over 26 years of age, (3) lived in the United States in a status other than as a lawful nonimmigrant between the age and 26, send:</b>
	A "Status Information Letter" from the Selective Service (call 1-847-688-6888 for more information).

## APPENDIX B

### Personnel Services Battalion (PSB) /Military Personnel Division (MPD) Checklist for Naturalization Application

Application for Naturalization	Yes	No	
Is the form filled out completely?			
Is the appropriate block in Part 2 of the form checked?			
If the applicant checked block "d", is the Form N-426			

attached?			
If the applicant answered "yes" to one or more questions in Part 7 of the N-400, is an explanation on a separate sheet attached?			
If the applicant answered "no" to one or more questions in Part 8 of the N-400, is an explanation on a separate sheet of paper attached?			
Has the applicant signed the N-400 in Part 11?			
<b>request for Certification of ce (Category D only)</b>			
Is the form filled out completely?			
Has the PSB/MPD obtained the information required to complete sections 11 and 12 of the form?			
Has the PSB/MPD verified the service dates and derogatory data?			
Has the back of the form been signed by the PSB/MPD and stamped with the official seal (i.e., the seal used to authenticate PCS/TDY orders)?			
<b>, Biographic Information</b>			
Is the form filled out completely (required for all applications)?			
<b>ions</b>			
Has the soldier included a check for the application fee in the correct amount?			

Has the soldier included other necessary documents, such as marriage certificates, divorce certificates, etc.?			
Has the PSB/MPD faxed the G-325B and signed release forms to the Central Clearance Facility (CCF) at Fort Meade (Category D only)?			
Has the PSB/MPD suspended mailing the N-400 with the application fee and other pertinent documents until receipt of the G-325B from CCF (Category D only)?			
Has the PSB/MPD included a cover sheet indicating the PSB/MPD POC and commercial phone number and email address, and for Category D applicants, where and when the applicant would like to be interviewed (see format at Appendix E)?			

## Appendix C

### Where to Go for Help

There are many resources available to naturalization applicants. Some of these are: **Personnel Services Battalion (PSB)/Military Personnel Division (MPD)**. The PSB/MPD is your primary contact for citizenship application. They have all the information you need to become familiar with the naturalization process and to obtain help for completing your application. The PSB/MPD will assist with completing the forms, service date verification, and forwarding the overall application package to the INS Service Center.

**INS.** If you want more information about naturalization, you may call the "Ask Immigration" telephone number listed on the sheet titled, "Your Local Office," available at the PSB/MPD. Also, you may visit the INS web site. If you have already submitted an application and need the status, call the National Customer Service Center help line: (800) 375-5283. If you are filing under category D and there has been no feedback from INS within 6 months, you may request that the PSB/MPD contact the Nebraska Service

Center Military Facilitator for a status check of your application. Prior to contacting the Military Facilitator, you must provide the PSB/MPD the following information:

- Your Name.
- Your Alien Number.
- Date the N-400 was filed.
- Your current address.
- Date and type of last INS activity (e.g., fingerprint notice, request for documents, etc.).

**Community Based Organizations (CBOs).** In most communities, there are organizations that assist immigrants who want to become naturalized. These organizations often offer classes in English and civics. They may also help immigrants complete their applications. CBOs may charge a fee, or they may offer their services free of charge. You may locate a CBO by contacting your local INS office. You may also look in the phone book under "Immigration and Naturalization" or "Immigration and Naturalization Consultants" or talk to other immigrants who have been naturalized.

**The Local Legal Assistance Office or Immigration Attorneys.** If you have questions about your eligibility, legal advice may be appropriate.

**INS Information Counters.** If you have questions that have not been answered either by this guide or by the other sources listed here, you may always go to the information counter at your local INS office. There, you may speak directly to an INS employee.

## **APPENDIX D**

### **Responsibilities**

**Soldier.** The applicant must:

- Ensure that all required forms are properly completed.
- Ensure that the required documentation is filed with the application (photographs, application fee, marriage certificates, divorce certificates, etc.).
- Keep the Immigration and Naturalization Service (INS) informed of any changes in address.
- Obtain fingerprints at the scheduled date/time.
- Attend the interview at the scheduled date/time.
- Complete the Oath of Allegiance at the scheduled date/time.
- Notify INS immediately of any schedule conflicts with fingerprinting, interview, or oath.

**Personnel Services Battalion (PSB)/Military Personnel Division (MPD).** The role of the PSB/MPD in the citizenship application process is primarily administrative:

- Stocking applicable forms and guidance.
- Assisting soldiers in completing and submitting their citizenship applications.
- Preparing a cover memorandum to INS with the information contained in Appendix E for each applicant.
- Serving as a liaison between the soldier and INS when required.

**Personnel Service Support Division (PSSD), U.S. Total Army Personnel Command (PERSCOM).** The primary functions of PSSD are to monitor the application process and to resolve problems. PSSD will:

- Establish procedural guidance.
- Serve as a liaison among PSB/MPD, the Army Office of the Deputy Chief of Staff for Personnel (ODCSPER), and the INS.

**Directorate of Military Personnel Management (DMPM), ODCSPER.** DMPM is the Army's POC for the citizenship application process. DMPM will:

- Manage the Army's involvement in the citizenship application process.
- Direct procedural changes as required or if determined by INS or the Department of Defense (DoD).
- Monitor the overall progress of the citizenship application process.
- Report to DoD as required on the timeliness of citizenship applications.
- Resolve issues elevated by PERSCOM.

## **APPENDIX E**

### **SAMPLE COVER LETTER FOR FACILITATED MILITARY APPLICATIONS**

TO: USINS NEBRASKA SERVICE CENTER DATE PO BOX 87426 LINCOLN NE 68501-7426

FROM: NAME OF MILITARY POINT OF CONTACT phone number

ADDRESS e-mail

ADDRESS

ADDRESS

RE: Application for Naturalization, Form N-400

Applicant's name: Applicant's INS A#: Applicant's SSN:

Current Physical Location of the Applicant:

Applicant's Current US Mailing Address:

This facilitated military N-400 application contains the following documentation and/or information:

\_\_\_ Form N-400, completed and signed.

\_\_\_ Pictures.

\_\_\_ Check or money order in the amount of: \$\_\_\_\_\_.

\_\_\_ Certified N-426.

\_\_\_ G-325B copy (original sent to OJAG (Code 36)).

**Fingerprints:** \_\_\_ included with this package (if taken overseas).

\_\_\_ the applicant has been scheduled at (place) for (date of appointment) .

**Applicant's preferred date range for the interview** (at least six months after submitting the application):

**Dates of projected permanent change of station moves, deployments, extended temporary duty, if any:**

**For overseas military applicants:**

US INS office where applicant wishes to be interviewed: \_\_\_\_\_

US address to be used at time of interview scheduling or a point of  
contact within the US:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Periods of time applicant may be back inside the United States:

\_\_\_\_\_  
\_\_\_\_\_

US phone/email

address: \_\_\_\_\_

\_\_\_

Overseas phone/email

address: \_\_\_\_\_

## APPENDIX F

### FINGERPRINT NOTICE

Fingerprint Notification			NOTICE DATE
CASE TYPE N-400 Application for Naturalization			INS A#
APPLICATION NUMBER Department of Defense Referral	RECEIVED DATE	PRIORITY DATE	PAGE 1 of 1

# APPLICANT NAME AND MAILING ADDRESS

**APPLICATION SUPPORT CENTER** To process your application, INS must take your fingerprints and have them cleared by the FBI.

**PLEASE APPEAR AT THE BELOW APPLICATION SUPPORT CENTER AT THE DATE AND TIME SPECIFIED.** If you are unable to do so, complete the bottom of this notice and return the entire original notice to the address below. **Rescheduling your appointment will delay your application. IF YOU FAIL TO APPEAR AS SPECIFIED BELOW OR REQUEST RESCHEDULING, YOUR APPLICATION WILL BE CONSIDERED TO BE ABANDONED.**

PLEASE DISREGARD THIS NOTICE IF:

1. YOU HAVE BEEN FINGERPRINTED WITHIN THE LAST 90 DAYS,
2. YOUR APPLICATION HAS ALREADY BEEN GRANTED, OR
3. **YOU WERE UNDER 14 YEARS OF AGE OR OVER 79 (75 FOR NATURALIZATION APPLICANTS) AT THE TIME YOUR APPLICATION WAS FILED.**

WHEN YOU GO TO THE APPLICATION SUPPORT CENTER TO HAVE YOUR FINGERPRINTS TAKEN, YOU

MUST BRING:

1. THIS APPOINTMENT NOTICE and
2. PHOTO IDENTIFICATION. Naturalization applicants must bring their Alien Registration card. All other applicants must bring a passport, driver's license, national ID, military ID, or State-issued photo ID. If you appear without proper identification, you will not be fingerprinted.

## WARNING!

*Specific appointment time requests will not be guaranteed. Due to limited seating availability in our lobby areas, only persons who are necessary to assist with transportation or completing the fingerprint worksheet should accompany you.*

APPLICATION NUMBER

Department of Defense Referral

## REQUEST FOR RESCHEDULING

I am unable to appear because:

Please reschedule my appointment for the next available: ☐ Wednesday afternoon.

..... ☐ Saturday afternoon.

INS cannot guarantee the day preferred but will do so to the extent possible.

If you have any questions regarding this notice, please call 1-888-557-5398.

**APPENDIX G**  
**INS APPLICATION SUPPORT CENTERS (FINGERPRINT LOCATIONS)**

<b>DISTRICT</b>	<b>CITY</b>	<b>ST</b>	<b>BUILDING NAME/ROOM NUMBER</b>	<b>STREET ADDRESS</b>	<b>ZIP</b>	<b>HOURS</b>
<b>ALASKA</b>						
	ANCHORAGE	AK	SUITE 007	620 E. 10TH AVENUE	99501	M-F 8-4
<b>ATLANTA</b>						
	ATLANTA	GA	SUITE 100	3523 BUFORD HIGHWAY	30329	T-S 8-4
	CHARLOTTE	NC	BLDG. 6, SUITE 203	210 E. WOODLAWN ROAD	28217	T-S 8-4
	BIRMINGHAM	AL	TERMINAL A	5900 AIRPORT HWY, TERMINAL A-17	35232	M-F 8-4



	CHARLESTON	SC	5TH FLOOR	170 MEETING STREET	29403	M-F 8-4
	RALEIGH	NC	CITY CNTY BUREAU OF IDENTIFICATION	330 S. SALISBURY ST	27602	
<b>BALTIMORE</b>						
	WHEATON	MD	GLENMONT PLAZA	12331-C GEORGIA AVE.	20906	T-S 8-4
	BALTIMORE	MD	FALLON FEDERAL BUILDING	31 HOPKINS PLAZA	21201	M-F 8-4
	SALISBURY	MD	SUITE 11	119 W. NAYLOR MILL ROAD	21801	M-F 8-4
<b>BOSTON</b>						
	BOSTON	MA		170 PORTLAND STREET	02114	T-S 8-4
	HARTFORD	CT		249 PEARL ST	06103	T-S 8-4
	PROVIDENCE	RI	MOULTON HALL BLDG	333 WESTMINSTER STREET	02903	T-S 8-4
	MANCHESTER	NH		803 CANAL ST.	03101	M-F 8-4
<b>BUFFALO</b>						
	BUFFALO	NY		130 DELAWARE AVENUE	14202	M-F 8-4
	ALBANY	NY	ROOM 226A	445 BROADWAY	12207	M-F 8-4
	SYRACUSE	NY		412 S. WARREN STREET	13202	M-F 8-4
<b>CHICAGO</b>						
	NORRIDGE	IL	NORRIDGE COMMONS SHOPPING CENTER	4137 N. HARLEM AVE.	60640	T-S 8-4
	CHICAGO	IL	SUPER MALL, SPACE 101	5160 S. PULASKI AVE	60632	T-S 8-4
	CHICAGO	IL		4853 N. BROADWAY	60640	T-S 8-4
	NAPERVILLE	IL	#124	888 SOUTH ROUTE. 59	60540	T-S 8-4
	WAUKEGAN	IL		25 SOUTH GREENBAY RD.	60085	T-S 8-4
	HAMMOND	IN	INDIANAPOLIS BLVD. (RT. 41)	7852 INTERSTATE PLAZA DRIVE	46324	T-S 8-4
	INDIANAPOLIS	IN		950 N. MERIDIAN STREET	46204	T/T/F8-12
	MILWAUKEE	WI	ROOM 176	517 E. WISCONSIN AVE.	53202	M-F 8-4

<b>CLEVELAND</b>						
	CLEVELAND	OH	AJC FEDERAL BLDG. RM 1259	1240 E. 9TH ST.	44199	M-F 8-4
	CINCINNATI	OH	ROOM 1524	550 MAIN STREET	45202	M-F 8-4
	COLUMBUS	OH	LEVEQUE TWRS, SUITE 306	50 W BROAD ST	43215	M-F 8-4
<b>DALLAS</b>						
	DALLAS	TX	VILLAGE AT BACHMAN LAKE, SUITE 211	3701 W. NORTHWEST HWY	75220	T-S 8-4
	FT. WORTH	TX	INSIDE FT. WORTH TOWN CENTER MALL	4200 S. FREEWAY, SUITE 1309	76115	T-S 8-4
	LUBBOCK	TX	SUITE A-24	3502 SLIDE ROAD	79414	T-S 8-4
	OKLAHOMA CITY	OK	SUITE 300	4149 HIGHLINE BLVD.	73108	M-F 8-4
<b>DC</b>						
	ALEXANDRIA	VA		5834D N. KINGS HWY	22303	T-S 8-4
	NORFOLK	VA		5280 HENNEMAN DRIVE	23513	M-F 8-4
<b>DENVER</b>						
	AURORA	CO	UNIT G	15037 E. COLFAX AVE.	80011	T-S 8-4
	TAYLORSVILLE	UT	SUITE C	5536 SOUTH 1900 WEST ST.	84118	T-S 8-4
	GRAND JUNCTION	CO	ROOM 230	400 ROOD AVE	81501	M-F 8-4
	CASPER	WY	ROOM 1014	150 EAST B STREET	82601	M-F 8-4
<b>DETROIT</b>						
	DETROIT	MI		2652 EAST JEFFERSON AVE.	48207	T-S 8-4
	SAULT ST. MARIE	MI		USINS INTERNATIONAL BRIDGE PLAZA	49783	M-F 8-4
<b>EL PASO</b>						
	EL PASO	TX		10500 MONTWOOD DR.	79935	T-S 8-4
	ODESSA	TX		1655 W. COUNTY RD.	79763	T-S 8-4

	ALBUQUERQUE	NM	SUITE B ROOM 132	1720 RANDOLPH RD. SE	87106	M-F 8-4
<b>HARLINGEN</b>						
	MCALLEN	TX	SUITE C	220 SOUTH BICENTENNIAL	78501	T-S 8-4
	BROWNSVILLE	TX	SOUTHWIND SHOPPING CNTR, SUITE 23	943 NORTH EXPRESSWAY 77	78520	T-S 8-4
<b>HELENA</b>						
	HELENA	MT		2800 SKYWAY DRIVE	59602	
	BOISE	ID	ROOM 108	4620 OVERLAND RD	83705	M-F 8-4
	IDAHO FALLS	ID	SUITE 190	1820 E. 17TH STREET	83404	
<b>HONOLULU</b>						
	HONOLULU	HI		595 ALA MOANA BLVD.	96813	M-F 8-4
	HAGATNA	GU	100	SIRENA PLAZA, HERNAN CORTEZ AVE.	96910	M-F 8-4
	KAILUA KONA	HI	INS AIRPORT OF., KONA INT'L AIRPOR	QUEEN KAAHUMANU HWY, AIRPORT EXIT	96745	
<b>HOUSTON</b>						
	HOUSTON	TX	CORUM PLAZA	8505-D GULF FREEWAY (EXIT 38)	77017	T-S 8-4
	HOUSTON	TX	FONDREN ROAD PLAZA	7086 BISSONET ST	77074	T-S 8-4
<b>KANSAS CITY</b>						
	KANSAS CITY	MO		9747 N. CONANT AVENUE	64153	M-F 8-4
	WICHITA	KS	SUITE 1050	271 WEST 3RD ST. NORTH	67202	M-F 8-4
	ST. LOUIS	MO	ROOM 1.100	1222 SPRUCE STREET,	63103	M-F 8-4
<b>LOS ANGELES</b>						
	POMONA	CA	SUITE 110	435 W. MISSION BLVD	91766	T-S 8-4
	SO. EL MONTE	CA	GOLDEN VISTA PLAZA, UNIT Q	9251 GARVEY AVE	91733	T-S 8-4
	GARDENA	CA	ROOM B-112	15715 CRENSHAW	90249	T-S 8-4

				BLVD.		
	VAN NUYS	CA	2ND FLOOR SUITE 200	14515 HAMLIN STREET	91411	T-S 8-4
	BELLFLOWER	CA	BELLFLOWER PLAZA; SUITE A-110	17610 BELLFLOWER BLVD	90706	T-S 8-4
	LOS ANGELES	CA		5949 W. PICO BLVD.	90035	T-S 8-4
	SANTA ANA	CA	SUITE 100 - A	1666 N. MAIN ST.	92701	T-S 8-4
	BUENA PARK	CA	SUITE A	8381 LA PALMA AVE	90620	T-S 8-4
	RIVERSIDE	CA		10082 MAGNOLIA AVE	92503	T-S 8-4
	OXNARD	CA	CARRIAGE SQ SHP CTR SUITE 100	250 W. CITRUS GROVE LANE	93030	T-S 8-4
	GOLETA	CA	SUITE B	6831-B HOLLISTER AVE.	93117	T-S 8-4
	LOS ANGELES	CA		888 WILSHIRE BLVD.	90017	M-F 8-4
	GARDENA	CA		15715 CRENSHAW BLVD.	90249	
	LOS ANGELES	CA	INACTIVE	360 E. 2ND ST.	90012	M-F 8-4
<b>MIAMI</b>						
	HIALEAH	FL	WESTLAND PROMENADE, SUITE 110	3700 WEST 18TH AVE	33012	T-S 8-4
	MIAMI	FL		6445 NE SEVENTH AVE	33138	T-S 8-4
	MIAMI	FL	SUITE J-6	11865 SW 26TH STREET (CORAL WAY)	33175	T-S 8-4
	DAVIE	FL		11690 STATE ROAD 84	33325	T-S 8-4
	ORLANDO	FL	HOFFNER COMMERCE CTR, UNIT 18C	5449 S SEMORAN BLVD	32822	T-S 8-4
	TAMPA	FL	BAY PLAZA 1, SUITE 401	9225 BAY PLAZA BLVD	33619	T-S 8-4
	WEST PALM BEACH	FL	SUITE 15B	2501 BRISTOL DRIVE	33401	T-S 8-4
	JACKSONVILLE	FL		4121 SOUTHPOINT BLVD.	32216	M-F 8-4
<b>NEW ORLEANS</b>						
	NEW ORLEANS	LA	ROOM T-8011	701 LOYOLA AVENUE	70113	M-F 8-4

	FORT SMITH	AR	BLDG. D	4991 OLD GREENWOOD BUS PARK	72903	M-F 8-4
	JACKSON	MS	MCCOY FEDERAL BUILDING	100 W CAPITOL ST, SUITE B8	39269	M-F 8-4
	MEMPHIS	TN	SUITE 100	1341 SYCAMORE VIEW	38134	M-F 8-4
	NASHVILLE	TN	C/O USINS, CONCOURSE A, GATE A5	1 TERMINAL DR, NASHVILLE AIRPORT	37214	M-F 8-4
	LOUISVILLE	KY	ROOM 601	601 W. BROADWAY	40202	M-F 8-4
<b>NEW YORK</b>						
	NEW ROCHELLE	NY		246 NORTH AVE.	10802	T-S 8-4
	BROOKLYN	NY		227 LIVINGSTON ST.	11201	T-S 8-4
	BRONX	NY		2378 GRAND CONCOURSE	10458	T-S 8-4
	NEW YORK	NY	SUITE 1023	201 VARICK STREET	10014	M-F 8-4
	HEMPSTEAD	NY	SUITE B	100 MAIN ST.	11550	T-S 8-4
	JAMAICA	NY	CORNER OF GUY R. BREWER BLVD.	162-24 JAMAICA AVE.	11432	T-S 8-4
	WOODSIDE	NY		63-05 ROOSEVELT AVE	11377	T-S 8-4
<b>NEWARK</b>						
	NEWARK	NJ	100	24 COMMERCE STREET	07102	T-S 8-4
	HACKENSACK	NJ		127 MAIN ST.	07601	T-S 8-4
<b>OMAHA</b>						
	OMAHA	NE		3724 S. 132ND STREET	68144	M-Th 8-4
	DES MOINES	IA	#369	210 WALNUT STREET	50309	M-Th 8-4
<b>PHILADELPHIA</b>						
	PHILADELPHIA	PA		120 NORTH 8TH STREET	19107	T-S 8-4
	PITTSBURGH	PA	SUITE 101	800 PENN AVE,	15222	T-S 8-4
	CHARLESTON	WV		210 KANAWHA BLVD. WEST	25302	
	DOVER	DE		1305 MCD DRIVE	19901	M-F 8-4

<b>PHOENIX</b>						
	LAS VEGAS	NV		6175 SOUTH PECOS ROAD	89120	T-S 8-4
	TUCSON	AZ	SUITES 216/217	1835 SOUTH ALVERNON	85711	T-S 8-4
	PHOENIX	AZ		2545 E. THOMAS RD.	85016	T-S 8-4
	RENO	NV		1351 CORPORATE BLVD.	89502	M-F 8-4
	SAN LUIS	AZ	MILE MARKER 0	INTL BORDER, HWY 95 MILE MARKER 0	85349	M-F 8-4
<b>PORTLAND ME</b>						
	SOUTH PORTLAND	ME		176 GANNETT DRIVE	04106	M-F 8-4
	ST. ALBANS	VT		64 GRICE BROOK RD	05478	M-F 8-4
	HOULTON	ME	POB 189	US INS POE AT END OF INTERSTATE 95	04730	M-F 8-4
<b>PORTLAND OR</b>						
	PORTLAND	OR		103 SW 4TH AVE.	97204	T-S 8-4
<b>PUERTO RICO</b>						
	HATO REY	PR		458 CANALS ST.	00918	T-S 8-4
	ST. THOMAS	VI	FIRST FLOOR SOUTH	NISKY CENTER, SUITE 1A	00802	M-F 8-4
	CHRISTIANSTED, ST CROIX	VI		SUNNY ISLES SHOPPING CTR	00823	M-F 8-4
<b>SAN ANTONIO</b>						
	SAN ANTONIO	TX	AT RANDOLPH BLVD./BEHIND STOP-N-GO	5121 CRESTWAY DRIVE, SUITE 112	78239	T-S 8-4
	LAREDO	TX	COLOMBIA PORT OF ENTRY	FARM TO MARKET RD. 1472	78045	M-F 8-4
<b>SAN DIEGO</b>						
	SAN DIEGO	CA		2509 EL CAJON BLVD.	92104	T-S 8-4
	SAN MARCOS	CA	SUITE 101, 102	727 W. SAN MARCOS BLVD.	92069	T-S 8-4
	CALEXICO	CA		16 HEFFERNAN AVE.	92231	M-F 8-4

<b>SAN FRANCISCO</b>						
	OAKLAND	CA		2040 TELEGRAPH AVE.	94612	T-S 8-4
	SANTA ROSA	CA	SUITE 100	1401 GUERNEVILLE RD	95403	T-S 8-4
	SALINAS	CA	SANTA RITA PLAZA	1954 N. MAIN STREET	93906	T-S 8-4
	SACRAMENTO	CA	SUITE B	3401 FOLSOM BLVD	95816	T-S 8-4
	MODESTO	CA	SUITE 14	901 N. CARPENTER RD.	95351	T-S 8-4
	FRESNO	CA		4893 E. KINGS CANYON	93727	T-S 8-4
	BAKERSFIELD	CA	SUITES A12	4701 PLANZ RD	93309	T-S 8-4
	SAN FRANCISCO	CA		250 BROADWAY	94111	T-S 8-4
	SAN JOSE	CA	RM 15 (LOCATED BEHIND TACO BELL)	740 STORY ROAD	95122	T-S 8-4
<b>SEATTLE</b>						
	BURIEN	WA	SUITE 101	457 S.W. 148 STREET	98166	T-S 8-4
	SPOKANE	WA	ROOM 691	920 WEST RIVERSIDE	99201	M-F 8-4
	RICHLAND	WA	ROOM 165	825 JADWIN AVE	99352	M-F 8-4
	YAKIMA	WA		417 E. CHESTNUT	98901	M-F 8-4
<b>ST. PAUL</b>						
	ST. PAUL	MN	#103	1360 UNIVERSITY AVE.	55104	T-S 8-4
	RAPID CITY	SD		1675 SAMCO ROAD	57702	M-F 8-4
	FARGO	ND	SIUTE 104	657 2ND AVENUE NORTH	58102	M-F 8-4
	SIOUX FALLS	SD	RIVERSIDE STATION	300 EAST 8TH STREET	57104	M-F 8-4
	DULUTH	MN	208 FEDERAL BLDG	515 W. FIRST ST.	55802	M-F 8-4
	INTERNATIONAL FALLS	MN		#2 SECOND AVE.	56649	
	GRAND PORTAGE	MN		9403 E. HIGHWAY 61	55605	
	ANTLER	ND	INS-PORT OF ENTRY	10943 HWY 256	58711	

	PEMBINA	ND	SUITE I	10980 I-29	58271	
	WINNEPEG	MB	ROOM 1092	2000 WELLINGTON AVE.	R3H 1C1	

## APPENDIX H

### CITIZENSHIP APPLICATION PROCESSING EVENTS

1. You should receive a receipt within 30 days after the Immigration and Naturalization Service (INS) Nebraska Service Center receives your application for citizenship. If you have not received your receipt within 60 days after your Personnel Services Battalion (PSB)/Military Personnel Division (MPD) mailed your application packet, you may ask your PSB/MPD to send an E-mail status inquiry to the INS Nebraska Service Center.
2. The INS goal is to process your case within four months after receipt of application packet. The INS interview site will schedule your interview and mail you a notice of the date, time, and place. If you have not received your interview notice within five months after INS acknowledged receipt of your application, you may ask your PSB/MPD to send an E-mail status inquiry to the INS Nebraska Service Center.
3. Upon completion of your interview, your application for citizenship may be granted, continued, or denied.
  - a. If your application is granted, you may be sworn in as a citizen one day to two weeks after your interview, depending on when the local INS office can schedule your ceremony. The INS representative may be able to tell you if your citizenship is granted at the end of the interview. If so, you will be informed when and where you will swear or affirm the oath of citizenship. If not, INS will send you notice of the date, time, and place of your ceremony.
  - b. If your case is continued, your application will be placed on hold. The most common reasons for continuing cases are failure of the English/civics tests and missing documentation. Depending on the circumstances, you will be asked to come back for a second interview (usually within 60-90 days of the first interview) and/or to provide INS with additional documents. If you are asked to provide additional documents,



you must do so within 30 days. Failure to provide the required materials within 30 days will cause INS to deny your application for citizenship.

c. If your application is denied, INS will send you a written notice explaining why. Information on your options (i.e., how to file a Motion to Reopen or a Motion to Reconsider your case with the decision making office and how to appeal the decision to a higher authority) if you disagree with the reasons for denial will be included with this notice. At this point, you may want to seek advice about your situation and options from your local Army Legal Assistance Office. The notice of the date, time, and place of the hearing resulting from your motion or appeal will be your only form of receipt/acknowledgement from INS.

4. The most frequently occurring reason why applications for citizenship get delayed or denied is because applicants fail to inform INS of their current mailing address. It is imperative that INS has your current address. They cannot contact you without it. As a rule of thumb, you should provide INS your new mailing address every time it changes, including such events as a PCS move, departure on a deployment, return from a deployment, reassignment to a different unit if you receive mail at your unit, a move to different living quarters if you receive mail at your residence, extended temporary duty (TDY), or any other situation that would cause you to file a change of address form in your unit/installation mail room. The most effective and efficient way to update your mailing address is by calling the INS Customer Service Number, 1-800-375-5283.

5. The Army does not want to lose good soldiers solely because of delays in naturalization. Although you may not reenlist for service beyond eight years unless you are a U.S. citizen, you may extend your current enlistment if you are otherwise qualified for reenlistment and can show documentary evidence (e.g., a receipt from INS) that you have filed an application for citizenship. For more information and assistance with requesting such an extension, you should consult your Reenlistment NCO or Career Counselor.

6. The keys to success in achieving your goal of becoming a citizen of the United States are accuracy, completeness, and communication. It is essential that you follow correctly all of the INS instructions. Completely furnishing all of the requested information and

responding to all communications from the INS as quickly as possible will help. INS has assured the Army that they will work with soldiers who meet these conditions. For example, if the interview appointment date is during a time that you are or expect to be deployed, promptly send back this information on the interview response card with periods of time you are available, and INS will attempt to schedule your interview for one of these days. If you qualify for naturalization and follow the correct procedures, you will become a citizen of the United States of America.